

Middle School Initiative

PART I COVER SHEET

CAP 4 SEMESTER 1 WEEK 12

COURSE: Administrative Officer Staff Duty Analysis, Achievement 10

LESSON TITLE: Updating the Unit Master Publication File

LENGTH OF LESSON: 50 Minutes

METHOD: Performance

REFERENCE(S):

1. *Leadership: 2000 and Beyond*, Volume II, Chapter 9
2. CAPP 52-14, *Staff Duty Analysis Guides*, Attachment 1, 15 Oct 98
3. CAPR 0-2, *Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids*
4. CAPR 0-9, *Numerical Index of CAP Forms, Test Materials, and Certificates*
5. CAPR 5-4, *Publications and Blank Forms Management*, 1 Jan 96
6. CAPR 10-1, *Preparing and Processing Correspondence*, 1 Oct 96; Change 1, 22 Dec 97
7. CAPR 10-2, *File Maintenance and Record Disposition*, 10 May 99
8. CAPR 10-3, *Administrative Authorizations*, 15 Sep 98
9. CAPR 20-1, *Organization of CAP*, Figure 18; Part III, Page 37, 29 May 00
10. CAPR 20-3, *Charters and Other Organization Actions*, 1 May 98
11. CAPR 35-3, *Membership Termination*, 16 Mar 81; Change 1, 1 Jul 83; Change 2, 1 Jul 85; Change 3, 30 Dec 88; IMC 90-1, 1 Mar 90
12. CAPR 39-1, *Nondiscrimination in Federally Assisted Programs*, 1 Feb 89
13. CAPP 205, *Administrative Officer Specialty Track Study Guide*, 1 Aug 96
14. CAPR 900-5, *The CAP Insurance/Benefits Program*, 31 Mar 99
15. Administrator's Guide for Middle School Initiative, Chapters 4 and 7

AUDIO/VISUAL AIDS/HANDOUTS/ACTIVITY MATERIAL(S):

1. Copies of the current CAPR 0-2, *Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids* and CAPR 0-9, *Numerical Index of CAP Forms, Test Materials, and Certificates*
2. Handout 1 - Administrative Officer Checklist

COGNITIVE OBJECTIVE: The objective of this lesson is for each cadet to learn how to update the unit master publication file and annotate the CAPR 0-2 and CAPR 0-9.

COGNITIVE SAMPLES OF BEHAVIOR: Each cadet will willingly learn the duties and responsibilities of a unit administrative officer, maintain the unit master publication file, and how to complete certain forms.

AFFECTIVE OBJECTIVE: The objective is for the cadets to learn how to maintain a complete and current unit publication file by comparison of the current CAPR 0-2 and CAPR 0-9. This may become the Cadet Administrative Officer's responsibility.

AFFECTIVE SAMPLES OF BEHAVIOR: Each cadet must take turns comparing the unit publication file with the current CAPR 0-2 or CAPR 0-9 indicating which publication on hand is current and which publication needs to be ordered.

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PART II TEACHING PLAN

Introduction

ATTENTION: One of the responsibilities of the Administrative Officer is the updating and maintaining of the unit master publication files. Can you tell me why this is important?

MOTIVATION: A complete, current set of publications within the unit is one of the best tools its members have for obtaining correct and current information concerning the CAP program and policies.

OVERVIEW: In Achievements 9 through 16, Staff Duty Analysis is part of the leadership training. In this second lesson in the series for Administrative Officer, the cadets will learn how to compare the CAPR 0-2 and CAPR 0-9 with the unit publication file and how to order the replacements.

TRANSITION: Shall we get started?

Body

Instructor's Note: Because CAPR 0-2 and CAPR 0-9 change every six months, the instructor must make copies of the current CAPR 0-2, *Numerical Index of CAP Regulations, Manuals, Pamphlets, and Visual Aids*, and CAPR 0-9, *Numerical Index of CAP Forms, Test Materials, and Certificates*, to be handed out along with the Administrative Officer Checklist Handout.

MP 1 The administration of a squadron involves understanding the reason for paperwork, policies, regulations and other activities that ensure that actions are taken, documented and information retained. The SDA on Administrative Officer provides you with an overview of this activity.

Many people have the mistaken notion that unit administration is a paperwork jungle to be avoided at all costs. Actually, there is a great value to be gained from a well administered unit. Unit administration is a place to go for answers, to get action taken and to find out what has already been done. For example, what is your unit's retention rate compared to your unit's promotion rate?

The primary functions of administration are maintaining: (1) current publications; (2) blank forms; (3) unit records; and (4) a system of distributing information to unit personnel. Unit records that the administrative officer is concerned with are correspondence, administrative actions and filed reports. Normally the administrative officer coordinates the commander's staff

activities, gathers data and makes reports. Many special tasks and projects are handled as administrative functions.

MP 2 One of your handouts is a good generic checklist of Administrative Officer "Things to Do." Here, you must work along with your senior member administrative officer, as some actions are off limits to cadets. You can show understanding by completing sample actions and citing reference with a little help from your senior member counselor.

- Establish a standard publications library. Inform all staff officers of location and use of the library.
- Maintain the posting of new directives, policies, newsletters, etc. to the unit bulletin board.
- Check squadron files for proper indexing and filing of unit documents.
- Inventory forms, publications, etc. on hand frequently and requisition needed items. Set up a system for handling and controlling these items as outlined in CAPR 5-4.
- Set up a system for logging all correspondence sent or received. Make copies of the monthly log for all staff officers. Create an outgoing correspondence log.
- Establish practice of bringing mail received to commander at the start of every meeting.
- Monitor staff activities to insure that reports, correspondence, records, etc., are prepared and submitted accurately and in a timely fashion as required by squadron, group, wing and national headquarters.
- Serve as a member of the Unit Finance Committee. Establish periodic meetings and agenda for the committee.
- Coordinate responsibilities with appropriate cadet staff officers at all times.

Your task is to find where each of the actions is addressed in the CAP directives. Be sure to include the publication paragraph and page numbers in your citations.

You should know how to prepare and process certain forms for cadet activities; encampments and International Air Cadet Exchange (IACE). You should be able to post and maintain a master file of current directives and prepare correspondence. You may be asked to draft a letter for something routine, such as a cover letter to other units. Do not be hurt if your initial efforts do not fare so well during editing. You will learn. Often the better-administered units will provide sample letters as a guide.

MP 3 Your unit leader will be held accountable for things that go wrong. Because of this accountability, your unit leader is given the authority to enforce compliance of the CAP

directives, many of which are based upon civil laws. One of your jobs is to help enforce the standards of conduct that make the tasks of your unit leaders easier. Focus on the priorities that your senior members set. Learn how to be helpful and when to step back out of the way.

CAP regulations, manuals, pamphlets and visual aids are the source documents that outline the requirements for CAP units. These documents contain almost all the guidance a unit needs to be successful. Each of these documents serves a specific purpose:

CAP Regulations are the directives that establish programs and requirements. They are binding and usually unbending. They define the "what" of a subject and assign responsibilities.

CAP Manuals are usually longer and more detailed than regulations. They give the "how" to do something. They too are directive in nature.

CAP Pamphlets are non-directive publications that provide official information and guidance.

Policy Letters are documents that normally are *short term* in nature and announce new policies or procedures. Policy letters remain in effect until expired or replaced by a unit supplement to a regulation, manual, etc. or until rescinded. If the policy, unmodified, is to remain over 30 days, you must make a unit supplement to the regulation.

Visual Aids are tools that support other publications and include charts and aids that apply to CAP manuals or regulations.

It is extremely important that as changes are received they are posted quickly. CAPR 0-2 is a numerical index of regulations, manuals, pamphlets and visual aids. This is the most current listing available and should show which documents the unit has on file. When an update to a publication is received, that change and the date of the change must be added to CAPR 0-2.

CAPR 0-9 is a numerical index of CAP forms, test materials and certificates. Current forms, test materials and certificates are essential for the conduct of a successful training and advancement program as well as ensuring that personnel records are complete. The unit stock of forms must be inventoried every six months and requisitions made for missing items.

CAPR 10-1 is the regulation that covers the preparation and processing of correspondence. Although, as a cadet you are not expected to know all the information contained in CAPR 10-1, it is a helpful source of information. CAPR 10-1 provides some excellent guidance concerning written communication and should be reviewed. Responsibilities of the writer and guidelines for style and format are contained in this regulation.

Unit files are the archives that contain information, both current and historical. Each unit must maintain complete and accurate files so that data can be retrieved whenever needed. Records, which are generated because of personnel actions, participation in training programs or special events, or other activities need to be maintained systematically. CAPR 10-2 provides guidance on the administration and organization of unit files. When information is no longer needed in

files, it is disposed of so files only contain useful information. Permanent records, records of historical significance, shipping records, etc., are all described CAPR 10-2.

The administrative function includes posting of timely information on unit bulletin boards and developing a way to ensure personnel have access to publications. The distribution of information can be a key to a successful unit since effective communication within any organization is vital. As shown by the brief descriptions above, administration is more than just paperwork. It is the effective and efficient control of information. Unit rosters, travel orders, address changes, organizational charts, and the Unit Charter are also activities that fall under the responsibility of the administration function. Without current directives or the ability to provide members timely information, a CAP unit can be severely hampered.

MP 4 It is not enough to just replace the publication on hand with the updated or new one, you must indicate on the CAPR 0-2 and CAPR 0-9 the information. How do you do that? Prior to filing the publications, check both the CAPR 0-2 and CAPR 0-9 against what you have; if you have the current publication, place a + in left margin, or a – if you do not. When you finish checking the publications, order the needed non-purchase items on a CAPF 8, *Requisition for Publications and Blank Forms*. When you receive the ordered items, change the – into a + to indicate that you have the correct publication. Items marked "Purchase Item Only" must be ordered from the CAP Bookstore using a CAP Bookstore order form. Items with statement other than "Purchase Item Only" are to be ignored. See CAPR 5-4, *Publications and Blank Forms Management*, for more details.

Conclusion

SUMMARY: We have covered the differences in the CAP publications and how to maintain the unit's master publication files.

REMOTIVATION: You should now be able to maintain the publication files. This should be done every six months or as new publications arrive from National Headquarters.

CLOSURE: Next week we will look at which actions are prohibited for cadets. Have a good week.

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**PART III
LESSON REVIEW**

LESSON OBJECTIVE(S): The objective of this lesson was for each cadet to learn how to update the unit master publication file and annotate the CAPR 0-2 and CAPR 0-9.

LESSON QUESTIONS: None